

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

DDP - 88

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE
OF
REPORT

STATISTICAL

☒ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

☒ Operational

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Quarterly

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

☒

YES

IF YES GIVE ADP PROCESSING NO.

☐ NO

Unknown

9. DIRECTIVE AUTHORITY REQUIRING REPORT

C/FE

10. PREPARING COMPONENT (include lowest level contributing information to report)

Field Station

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

All FE Stations

25X1

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED	=	COST PER YEAR
									\$10,467.00

B. COSTS OF COMPUTER PRODUCED REPORTS

									\$10,000.00
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TOTAL COSTS PER YEAR

\$20,467.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Operational Security and Support. January 1969 - C/FE.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)☐ CHANGE☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

SECRET